

DD / S R E G I S T R Y

F I L E

Equip + Supplies 4
JUL 1964

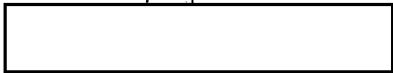
MEMORANDUM FOR: Chief, Logistics Services Division

SUBJECT : Request for Executive Furnishings and Material for
Use in Office of the DD/S&T

1. In order to permit the advanced planning necessary to complete the pending move of the DD/S&T offices, the attached requisitions have been approved subject to the restrictions set forth in the memorandum dated 30 July 1964 to the Acting Executive Officer to the DD/S&T from the Executive Officer to the DD/S.

2. The fulfillment of DD/S&T executive furniture requirements is to be coordinated with the Fine Arts Commission and the DD/S&T to ensure that adequate furnishings are in place upon completion of the DD/S&T move to permit continuation of normal operations and to ensure that procurement is in accordance with the limitations approved by the Executive Director-Comptroller on 20 July 1964.

3. Such steps as you are able to take to promptly implement the forthcoming Interior Space Design Corporation recommendations in this case thereby decreasing or eliminating the necessity of subsequent disruptive changes in DD/S&T furnishings would be appreciated.


Executive Officer to the
Deputy Director for Support

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Attachment:

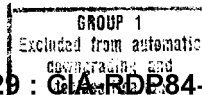
Memo dtd 31 July 64 to EO/DDS
fr AEO-DD/S&T, same subject
w/atts (DD/S 64-4175)

SA-DD/S:RJP:fmf (7 Aug 64)

Distribution:

- Orig & 1 - Adse w/atts & requisitions
- 1 - DD/S Chrono
- 1 - DD/S Subject w/atts

SECRET



SECRET

Approved For Release 2003/04/29 : CIA-RDP84-00780R000400330006-8

DD/S&T 2130-64

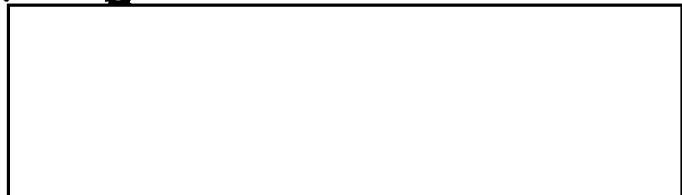
31 JUL 1964

MEMORANDUM FOR: Executive Officer to the DD/S

SUBJECT : Request for Executive Furnishings
and Material for use in Office of
the DD/S&T

REFERENCE : Memo No. DD/S 64-4121, Subject
same as above

Subject to the stipulations and conditions outlined
by you in the referenced memorandum, we resubmit the
attached requisitions for your approval.



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Acting Executive Officer
Directorate of
Science and Technology

Attachments

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30 JUL 1964

MEMORANDUM FOR: Acting Executive Officer to the DD/S&T**SUBJECT** : Request for Executive Furnishings and Material
for use in Office of the DD/S&T

1. We have considered your memorandum dated 27 July 1964 and the requisitions attached for executive furnishings and material to be used in the Office of the DD/S&T when relocated to the sixth floor. These requisitions look reasonable and will be approved, subject to any restrictions which might be laid down by the Fine Arts Committee and the Executive Director.

2. We have discussed this with Messrs. and propose the following:

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a. If it is possible to obtain and install all of the drapes, rugs and furniture of the new contemporary variety before the move, this will be done. An effort is now being made to obtain the new type carpeting.

b. If the type furniture which will be procured is not approved in time for installation before the move, we hope that at least the new rugs, drapes, wiring and all fixed furnishings can be installed. This would minimize the disturbance at a later date if only the moveable furniture must be exchanged.

c. If the new drapes and rugs cannot be obtained before the move, we suggest that the present drapes and rugs remain in use until the new material is available.

d. If the new furniture cannot be obtained before the move, it is suggested that your present furniture be moved to the new space for use until the new furnishings can be made available.

3. If this plan is satisfactory to DD/S&T, the requisitions for the material will be approved as soon as policy decisions permit.

Att: Memo dtd 27 Jul 64 to SA-DD/S fr
A-EO-DD/S&T, subj: Request for
Executive Furnishings

cc: A-D/L
C/LSD/OL

EO-DD/S:VRT:nft (29 Jul 64)

Distribution:

Orig - Adse *ccy ATT w/ATT.*~~X~~ - DD/S Subject w/background and *cc* of att

1 - DD/S Chrono

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**Executive Officer to the
Deputy Director for Support**

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DD/S&T 2086-64

27 JUL 1964

MEMORANDUM FOR: Special Assistant/DDS

SUBJECT : Request for Executive Furnishings

1. The attached two requisitions are for executive furnishings and material to be used and installed in the office of the DD/S&T when we are relocated to the sixth floor. They are submitted on the advice of the DC/Supply Division.

2. All the individuals involved are either in the super grade category or are in the DD/S&T's immediate office and therefore are entitled to the contemporary furnishings as specified in DD/S 64-3470.

3. The operational justification for this equipment and the request for the traditional executive furnishings lies with the fact that the category of non-Agency personnel who make frequent visits to all parts of the office of the DD/S&T requires proper decor and equipment.

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4. Your consideration and approval is requested.

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Acting Executive Officer
Directorate of
Science and Technology

Attachments

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